



# Human Resources Report

Submitted by: Charlotte Hall - Human Resources Director

Total Employee Count 114 as of 5/11/2021

	Total Employees	Full Time Includes alloc	Part Time Regular Emp	Sub/Temp	Information
Head Start	97	91	0	6	1 new hire, 1 term
CSBG/CEAP	17	15	2	0	

Employee Attendance Report	Personal Leave Used	LWOP Used	Total Hours Absent	Information
<b>Head Start Staff</b>	339.00	137.75	476.75	Unfilled Positions 1
Pay Period 4/11/21 to 4/24/21				
Hours worked by Subs 140.00				
<b>CSBG/CEAP Staff</b>	154.50	47.00	201.50	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:		Requiring medical attention:		
<b>Head Start Staff</b>	0.00	0.00	0.00	Unfilled Positions 1
Pay Period				
Hours worked by Subs -				
<b>CSBG/CEAP Staff</b>	0.00	0.00	0.00	Unfilled Positions 1
Number of Employer's Initial Report (DWC-1) Forms filed during this pay period				
Resulting in time lost:	0	Requiring medical attention:		
<b>Total Hours Absent Both Pay Periods</b>	493.50	184.75		

<b>LWOP Savings</b>	\$ 2,401.75	\$ 13.00	184.75	\$13.13 average hourly rate
<b>HS Sub Usage Expense</b>	\$ 1,120.00	\$ 8.00	140	\$8.00 average hourly sub rate
<b>Savings for both periods</b>	\$ 1,281.75			

Change in Potential Liability with

Leave Earned and Used \$ 3,653.65